

IRU ACADEMY APPLICATION PROCEDURE

To become part of the international network of
IRU Academy Accredited Training Institutes

2012

ADR PROGRAMME

TABLE OF CONTENTS

1	GENERAL CONDITIONS	3
1.1	WHO CAN APPLY?.....	3
1.2	APPLICATION STEPS.....	3
1.3	APPLICATION DATA	3
1.4	TRAIN THE TRAINER SESSION.....	4
1.5	ACCREDITATION BENEFITS	5
1.6	ACCREDITATION COSTS	6
1.6.1	<i>One-Time Application Fee</i>	6
1.6.2	<i>Annual Fixed Fee</i>	6
1.6.3	<i>Annual Variable Fee</i>	6
1.6.4	<i>Train the Trainer Fee</i>	6
1.7	UPDATING ACCREDITATION INFORMATION	7
1.8	CONTACT INFORMATION	7
2	SPECIFIC CONDITIONS.....	8
2.1	PROGRAMME VERSIONS.....	8
2.2	ADDITIONAL REQUIRED CERTIFICATES	8
2.3	ONE-TIME APPLICATION FEE.....	8

1 GENERAL CONDITIONS

1.1 WHO CAN APPLY?

Any organisation with qualified instructors wishing to deliver internationally recognised, high-quality road transport training programmes can apply for an IRU Academy accreditation.

Eligible organisations include (this list is not exhaustive):

- Road Transport Associations
- Vocational Training Schools
- Training Institutes
- Universities
- Road Transport Operations

1.2 APPLICATION STEPS

The application procedure is exclusively web-based. Visit http://www.iru.org/en_academy_acc_start_accreditation and click on  to reach the IRU Academy Online (AOL) application, which enables you to provide all the necessary details. For assistance in using AOL, please refer to the tutorials available on http://www.iru.org/en_academy_aol_v3_training_material.

There are several steps in the accreditation procedure:

1. Request a new accreditation from the IRU Academy
2. Submit your Institute's staff details
3. Answer the Instructor and Quality Process questions
4. Enter per student training fees applied by your Institute and generate the ATI Agreement and Annex A
5. Generate the Accreditation Invoice and pay the related accreditation fee (see One-Time Application Fee, p. 6). The IRU Academy will not process applications for which the Fee has not been received.

Each step requires validation by the IRU Academy before you can proceed to the next step!

At the end of the online application procedure, you will be prompted to print out the "IRU Academy ATI Agreement" and Annex A, to be signed and sent to the IRU Academy, along with a copy of your bank transfer. Your Institute is the sole responsible for the creation and management of user accounts for staff involved in the online accreditation procedure.

1.3 APPLICATION DATA

Hereafter is an overview of the data you are required to provide during the online application process:

ATI Branches Listing

Your Institute's branches also benefit from your accreditation, including the use of "IRU Academy Online".

Questions on Quality Processes

Instructor Data & Questions

List all Instructors that will conduct IRU Academy Accredited Classes (including those of your branches). Only those Instructors listed will be permitted to teach the Classes for which your Institute is accredited.

Upon signing the IRU Academy ATI Agreement, your Institute certifies that its Instructors (including those of your branches) meet the IRU Academy quality criteria and are able to provide the following documents upon request:

(1) Proof of Subject Knowledge:

- A proof of academic background

(2) Proof of Working Experience:

- At least one letter by an employer stating that the instructor has working experience in the subject matter of the course, and indicating for how long he/she performed relevant tasks

(3) Proof of Teaching Experience:

- A proof of academic background
- A letter from a training provider for which the instructor works or has worked, stating that he/she has at least 12 months teaching experience, OR
- A letter from the training provider stating that the instructor is guided by another Instructor who is coaching him/her until he/she reaches a satisfactory level of 12 months teaching experience, OR
- An official license (degree) as a teacher, instructor or professor

Training Material:

Your Institute must submit relevant training material in your language, such as:

- Lesson plan
- Course books
- Workbooks with model answers
- Tests with model answers and marking scheme
- Teaching aids

1.4 TRAIN THE TRAINER SESSION

As soon as possible following accreditation, your Institute must have at least its Principal Instructor trained by the IRU Academy.

This training will cover the following topics:

- An overview of the IRU and the IRU Academy (for new ATIs)
- Full coverage of the programme's lesson plan and recap exercises
- Training Methodology
- An insight in the latest developments in relevant legislation

Participation is free of charge for the Principal Instructor. Additional Instructors wishing to participate must pay a Registration Fee (see Train the Trainer Fee, p. 6). The session will be held at a location decided by the IRU Academy and most appropriate based on demand.

All Instructors from your ATI, including those of your branches, who deliver the Programme shall undertake the applicable Instructor Tests and obtain a pass rate of minimum 80% to ensure high standards of training delivery.

For more information, visit http://www.iru.org/fr_academy_train_the_trainer.

1.5 ACCREDITATION BENEFITS

Once accredited, your Institute and its branches will be permitted to operate and promote themselves as an IRU Academy Accredited Training Institute.

Your Institute will receive:

- An original signed copy of the IRU Academy ATI Agreement
- An official IRU Academy ATI Accreditation Certificate
- Access to AOL
- Access to the Academy Content Management platform (ACM), where all training material is available
- A training in the use of the AOL application (via Skype or by phone)
- Regular programme updates
- Access to the IRU Academy events
- IRU Academy promotional material
- Supporting material, including:
 - ✓ IRU Academy ATI Logo for promotional purposes
 - ✓ Blank IRU Academy Graduate Certificates with hologram

1.6 ACCREDITATION COSTS

All fees indicated are in Swiss Francs (CHF).

1.6.1 One-Time Application Fee

The application fee is specific to each programme (see One-Time Application Fee, p. 8).

For the third and subsequent accreditations, accreditation fees are reduced by 50%. The Application Fee is non-refundable.

1.6.2 Annual Fixed Fee

The Annual Fee is a flat rate of CHF 190 per programme.

For the third and subsequent accreditations, the annual fee is reduced by 50%.

1.6.3 Annual Variable Fee

Your Institute and its branches commit to register their students in the AOL application. A fee will be settled for all students who have graduated from the applicable programme.

The fee per student amounts to 2% of the full training fee charged to students by your Institute. It is settled on a yearly basis, based on the yearly figures provided by your Institute in AOL, and must be paid within 30 days of the invoice date.

At the end of the calendar year, any fee discrepancy will be reconciled. This may result from a difference in the number of students who have obtained a Certificate, a change in the "Full Training Fee Charged to Students by ATI" during the previous calendar year, and the average annual exchange rate applicable for the conversion of the "IRU Academy Certificate Fee Per Student" in Swiss Francs.

1.6.4 Train the Trainer Fee

Principal Instructor	Free of charge
Additional Instructors	CHF 1,000 / Instructor

Travel, visa & accommodation are at the expense of the ATI.

1.7 UPDATING ACCREDITATION INFORMATION

The accreditation will remain valid until cancellation or termination of the IRU Academy ATI Agreement. Any update of information related to the training programme(s) delivered by the ATI under IRU Academy accreditation will require renewal of Annex A, to be updated on AOL, signed and returned to the IRU Academy secretariat.

1.8 CONTACT INFORMATION

The IRU Academy, as the educational arm of the IRU, is located at the IRU headquarters in Geneva, Switzerland.

IRU ACADEMY

Mr Patrick Philipp
Head – IRU Training
3, rue de Varembé, B.P. 44
1211 Geneva 20
Switzerland

Tel: +41-22-918 20 51
Fax: +41-22-918 27 41
Email: academy@iru.org
Web: www.iru.org/academy

2 SPECIFIC CONDITIONS

2.1 PROGRAMME VERSIONS

There are several ADR Programmes for which your Training Institute can apply:

- ADR Programme for Drivers transporting ADR in Packagings and Bulk (excluding Classes 1 and 7)
- ADR Programme for Drivers transporting ADR in Tanks (excluding Classes 1 and 7)
Accreditation for this programme is only open for ATIs accredited for the programme above (Packagings and Bulk)
- ADR for Loading and Unloading Specialist
- ADR for Dangerous Goods Safety Advisor

2.2 ADDITIONAL REQUIRED CERTIFICATES

Upon signing the IRU Academy ATI Agreement, your Institute certifies to be in possession of an ADR training institute approval document.

For each instructor, as a proof of subject knowledge, one of the following documents must be provided:

- A valid ADR certificate for the course(s) he/she would like to teach, OR
- A valid certificate of approval to instruct ADR courses issued by the competent official authority, OR
- A valid Dangerous Goods Safety Advisor (DGSA) certificate issued by the competent official authority

2.3 ONE-TIME APPLICATION FEE

ADR Programme for Drivers transporting ADR in Packagings and Bulk (excluding Classes 1 and 7)	CHF 1,900
ADR Programme for Drivers transporting ADR in Tanks (excluding Classes 1 and 7)	CHF 1,900
ADR Programme for Loading and Unloading Specialist	CHF 1,900
ADR Programme for Dangerous Goods Safety Advisor	CHF 1,900

For the third and subsequent accreditations, accreditation fees are reduced by 50%. The Application Fee is non-refundable.